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	Process Owner Staff Travel Coordinator	Approval Authority DOF	

1. Purpose & Scope

This process establishes the method to request, approve and issue travel orders and travel claims for NSHS staff.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001 Quality Manual, b) NSHS-004 Quality Systems Document Control, c) NSHS-OF-003 Credit Card Process.

3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **SATO:** Commercial travel Office.
- 3.2 **Travel Authorization Sheet:** Non-NSHS DOD Member Traveling on NSHS funding.
- 3.3 **Travel Plan:** A listing of budgeted staff travel approved by Commanding Officer.
- 3.4 **DD1351-2:** Travel Voucher.
- 3.5 **CO:** Commanding Officer
- 3.6 **XO:** Executive Officer
- 3.7 **ATOS:** Automated Travel Order System.
- 3.8 **Travel Order Package:** Travel Order, DD1351-2, and Receipts.
- 3.9 **Travel Voucher Summary:** Itemization of reimbursements
- 3.10 **Travel File:** Record that contains the travel order, travel voucher, and travel summary.

4. Document Review & Concurrence

Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Staff Travel Coordinator	OF (Process Owner)	HM1 C. Clemmons	Director of Finance	OF (Approval Authority)	LT B. Miller
Deputy Comptroller	OF	Ms. B. Dopita	Executive Officer	OX	CAPT L. Younger
Commanding Officer	CO	CAPT D. Wynkoop	Travel Coordinator	OF	Mr. W. Suttles
Travel Coordinator	OF	Mr. J. Howard			

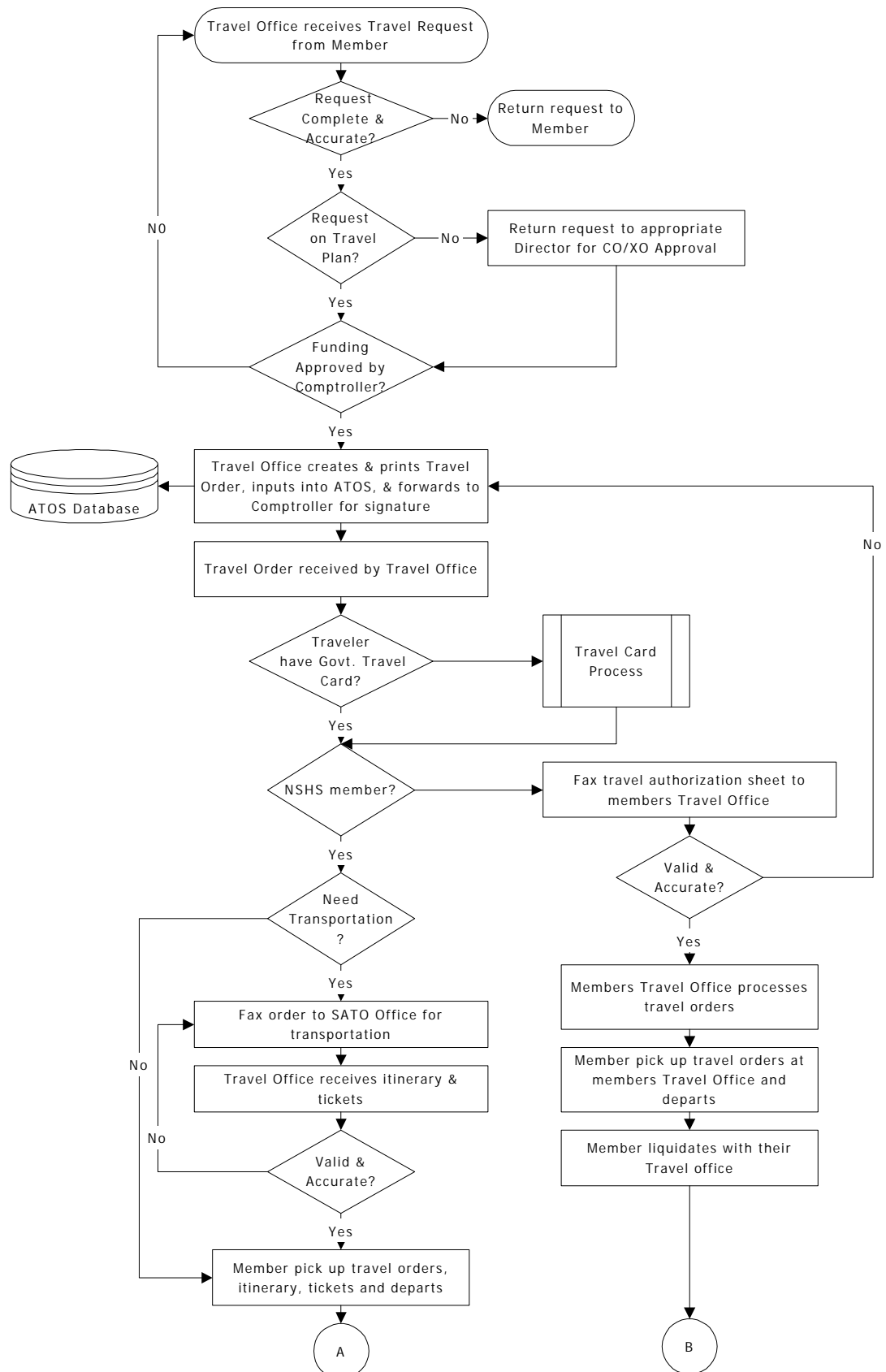
5. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	16 MAY 01

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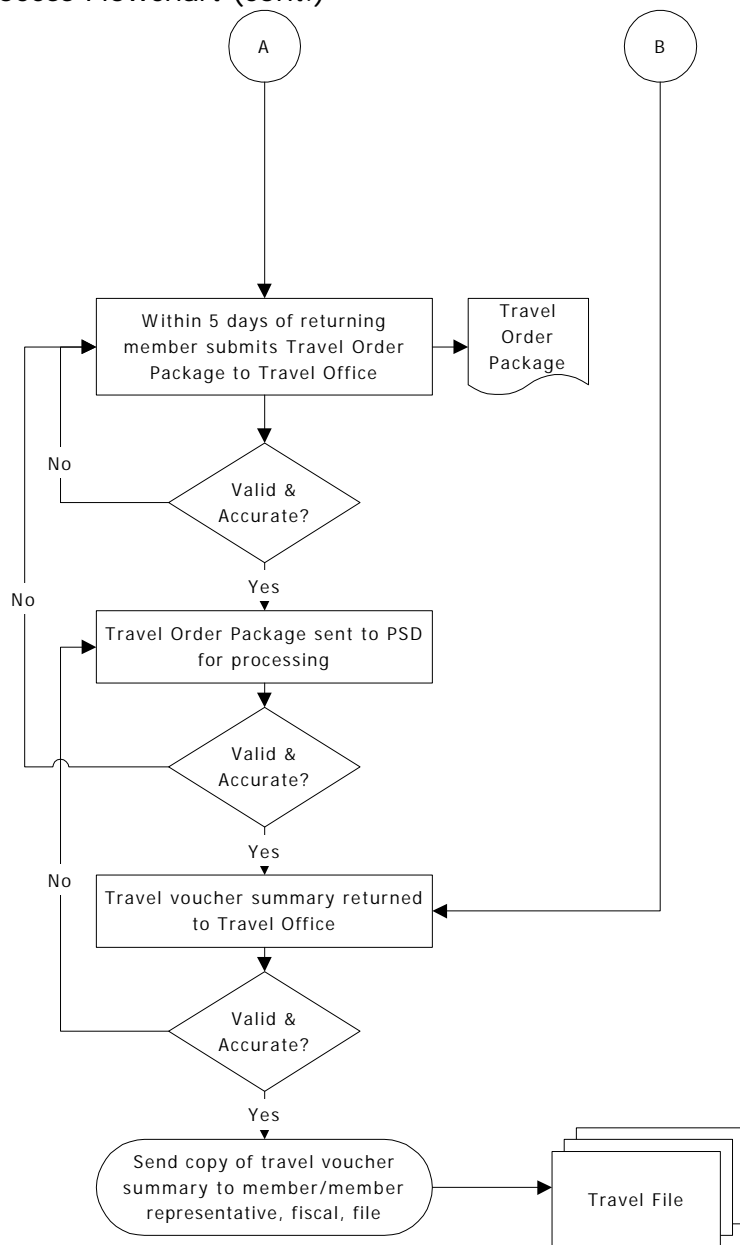
6. Process Flowchart



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Process Flowchart (cont.)



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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Travel File	Staff Travel Coordinator	File Cabinet	By Travel Order Number	6 Years	Destroy per SECNAVINST 5212.5 series

8. Addendum

8.1 N/A